


# Recommended Timeline

## Idaho Lottery Bucks for Books Awards

 Required

 Recommended

### December 2019:

- ☐ December 2, 2019: Grant period starts.
- ☐ View webinar on the requirements of the award at <https://libraries.idaho.gov/school-libraries/bucks-for-books/>.
- ☐ Return signed Award Agreement to ICfL ASAP. Funds will be disbursed within two weeks of ICfL's receipt of fully executed Award Agreement.
- ☐ Get signatures: Start early! It can take more time than you expect to collect signatures for:
  - ☐ School District Superintendent
  - ☐ School Principal
  - ☐ School Librarian
- ☐ Contact district financial person to inform him/her of your connection with this grant and clarify procedures. Meet with the district financial person to learn about:
  - ☐ What is the procedure and timeline for the purchase/invoice/receiving cycle?  
How much lead time is necessary to get 100% of your grant money spent by the time all funds must be obligated?
  - ☐ How much lead time does your district contact need to provide you the correct financial reports for you to submit with your report to ICfL?
  - ☐ Can they provide you with a monthly report so you can track your progress?
  - ☐ How do you read the report?
- ☐ Who is the purchasing agent? Is it a different person?
- ☐ ***Transfer grant report deadline and benchmark dates to your master calendar and set reminders of tasks that must be done to meet the deadlines.***
- ☐ Start researching titles to consider for purchase. Read reviews, search for booklists, award-winners, and award-winning authors. **Allow plenty of time – it takes time to read reviews and determine the best materials for the collection.**

### January 2020:

- ☐ Verify the funds have been moved to your library account and that you have access to them.
- ☐ Analyze the collection. Start weeding, if needed, then determine what categories of books you'll need to fill the most pressing needs within the grant requirements.
- ☐ Use the sample letters provided on the Bucks for Books webpage at [libraries.idaho.gov](https://libraries.idaho.gov) to educate parents and teachers about why it's important to get books into the hands of young students.
- ☐ Communicate with teachers to review any new procedures you implement in the library associated with this award.
- ☐ Recruit a team to help with physical processing (spine labels, bar codes, shelving etc.). Do you have student helpers? Parent volunteers?
- ☐ Place the first book order by mid-January.

### February 2020:

- ☐ Place your second book order by mid-February. Remember – don't spend it all in one place. Pro Tip: buy the MARC records from the vendor to download into the ILS.
- ☐ Consider an audit to assess diversity and inclusion in the collection.

- ☐ Organize your processing crew and start getting new books on the shelves as they arrive!

**March 2020:**

- ☐ March 15, 2020: Confirm with the financial department that all the award funds are obligated.
- ☐ Double check that no titles on the previous orders have been back ordered, causing awarded funds to be obligated, but not spent. Place a third order to obligate any funds that have not yet been expended.

**April 2020:**

- ☐ Prepare information for final report.
- ☐ Confirm that *every penny* of award has been expended.
- ☐ April 15, 2020: End of award period.
- ☐ April 16, 2020: Return any unspent funds to ICfL. Please don't have any unspent funds!

**May 2020:**

- ☐ May 1, 2020: Final Report due. Find it at <https://libraries.idaho.gov/school-libraries/bucks-for-books/>

**Congratulations! You have completed the  
Idaho Lottery Bucks for Book Award Program!**